



HOST AGENCY AUTHORIZED SIGNATURE FORM

It is a requirement of the **DEPARTMENT OF LABOR** that Mature Services, Inc. has an Authorized Signature of all the Host Agency Supervisors and Alternates. This is updated annually.

NOTE: A new AUTHORIZED SIGNATURE FORM must be submitted along with a new HOST AGENCY SUPERVISION REPORT, IMMEDIATELY, as Supervisor changes occur. Trainee time sheets without authorized signatures WILL NOT BE PROCESSED.

FOR PROGRAM YEAR:	, 20	TO	June 30, 2012	
HOST AGENCY SITE NAME:				
SITE LOCATION: Complete <i>if</i> you have more than one site/location; AND complete one for <i>EACH</i> site/location;				
Include complete address--		Number and Street		
City		State	OH	Zip

Signature must be written, not printed.

a. Supervisor's SIGNATURE:				
Supervisor's TYPED or PRINTED Name:				
b. Supervisor's SIGNATURE:				
Supervisor's TYPED or PRINTED Name:				
c. Supervisor's SIGNATURE:				
Supervisor's TYPED or PRINTED Name:				
d. Supervisor's SIGNATURE:				
Supervisor's TYPED or PRINTED Name:				

THE FOLLOWING PEOPLE ARE ONLY AUTHORIZED TO SIGN TRAINEE TIME SHEETS WHEN THE DIRECT SUPERVISOR(S) LISTED ABOVE IS NOT AVAILABLE:

** NOTE: No Trainee may sign another Trainee's time sheet, ever.

Signature must be written, not printed.

1. Alternate Supervisor's SIGNATURE:				
Alternate's TYPED or PRINTED Name:				
2. Alternate Supervisor's SIGNATURE:				
Alternate's TYPED or PRINTED Name:				
3. Alternate Supervisor's SIGNATURE:				
Alternate's TYPED or PRINTED Name:				